

Trustees of the Manchester City Library
West Branch – Meeting Room
Minutes – October 21, 2009

Approved

Called to order the Monthly Meeting at 4:10pm.

In Attendance: Trustee Chair Patricia Cornell, Trustees Jack Shea, and Monique Brown. Jeff Hickok, Karen Sheehan Lord, Joanne Barrett. Also, present Library Director Denise van Zanten.

Excused: Trustees Steve Solomon

Minutes: Motion was made by Trustee Brown to approve September 21st minutes, seconded by Trustee Hickok, all in favor.

Annual review of Trustee By-laws. Motion was made to accept by-laws as written by Trustee Brown, seconded by Trustee Lord, all in favor.

Director's Report:

Personnel - Two new pages have been hired. Also Nathalie the intern from the NH Institute of Art resigned her post, and her friend Chelsea Fruci has taken her place. She will be working with Kate doing programs with the Teens.

One Card - 650 new library cards were issued. More traffic was noticed in businesses who participated in the program. Thank you letters have been sent out, with feedback form about the program. We will be planning again for Fall of 2010.

Finances - are on target for the year. There is a small surplus due to vacant page positions, but this will be used in January to pay COLA's.

Building Issues – Gas furnace is still being worked on. Also A/C coil in Children's Room has been replaced. Dee and Claudia's office is still leaking. Calcium deposits have appeared on the wall in there and will need to be scraped off. No mold has been detected.

NELA Conference – Was well attended, over 500 people. Karyn Isleb and Michele Garneau attended as well as Director van Zanten. Director van Zanten presented at a program called "Unpopular decisions in difficult financial times" and also assisted with a program called "Born Digital". See written report that was handed out.

Technology Policies – Updated policies will be reviewed by Trustees for a vote at the November meeting. Trustees would like a copy of the old policies. The issue discussed was the statement of when a patron owes \$10 or more they can't use the Internet. The

Internet should be separate from materials/monies owed. Lichen Rancourt, Head of Technology will attend the November meeting so that both she and Director van Zanten can answer any questions.

Board of Mayor & Aldermen – voted 7-6 that Department Heads live in the City. This was discussed.

Wish List – Foundation would like an updated Wish List. Director van Zanten and the Administrative team will work on this and bring it to the November meeting for Trustee approval. DVD Cleaner and Repair Unit is going on the Wish List. Michele Garneau got a quote at the Conference that is good until November 25 of \$2,950. This eco friendly unit removes scratches and cleans which would prolong our investment in DVDS, Audiobooks and music CDs.

Foundation Report – Invitations have gone out to Archer Mayer event. Foundation will sponsor a private meet and greet with Archer Mayor to begin at 6:00 pm with light refreshments on October 29th They are also working on the Fall Appeal. Foundation will be trying to improve donor list and also trying to focus on promoting library services. Library staff members will attend meetings to discuss library services over the coming months. Dan Scanlon the Foundation president will attend the November 20th staff meeting as well.

Roz Lockwood has left the foundation board.

Old Business – Information Systems is still working on installing XP on staff computers. There is no new information about our networking situation.

Trustees asked about our landscaping contract with O'Briens. This was renewed in the Spring. We are all very happy with their work.

New Business – Manchester Garden Club gave \$600 towards the Fall clean-up at the Library. The Club makes wreaths for sale and Trustee Barrett will email a form to be hung up at the Library. They also deliver. Director van Zanten would like the Garden Club's opinion on what to do with the small area at the West Branch and will be consulting with Roz Lockwood who is their President.

Next meeting November 16th at 4 pm at the Main Library

Adjourned 4:57pm